The main purpose of a waiver or parental / guardian consent form is to inform participants of the potential risks associated with the activity and that the participants (or parents/guardians of minor participants) understand the risks and agree to assume the possible foreseen or unforeseen risks.

**PLEASE NOTE:** any activity involving minors (under age 18) requires Parental / Guardian Consent.

| 1. General Requirements | (a) Participants in any activity must be notified they will be required to sign a waiver or obtain a parental / guardian consent form well in advance of the event (on/off campus).

(b) Waivers and parental / guardian consent forms must:
   i. Identify the activity and the possible risks arising from the activity;
   ii. clearly identify the group organizing the activity;
   iii. include a description of the risks of the activity; and
   iv. be signed in the presence of a witness (if applicable).

| 2. Selecting Waiver | All waivers may be obtained on the University of Manitoba’s Standard Agreements website ([http://umanitoba.ca/legal-counsel/agreements.html](http://umanitoba.ca/legal-counsel/agreements.html)) as follows:

(a) **Elective Student Field Trips which are not included as a Course Requirement**, select “Field Trip Release, Waiver and Indemnification”;

(b) **Special or promotional activities on campus**, such as organized sporting events or activities involving physical activity, select “Participant Release, Waiver and Indemnity”;

(c) **Visitors to access the University facilities to perform activities**, such as using labs for research purposes, select “Visitors on Campus – Release, Waiver and Indemnity”;

(d) **Minors to access restricted areas**, such as access to labs for school projects or as part of a school field trip, select “Minors on Campus for Educational Opportunity – Parental Consent, Waiver and Indemnity”;

(e) **Events, lectures, and/or research**, in which photographs, videos, and/or audio recordings will be taken, select “Photo and Video Consent and Waiver” |
### 3. Execution

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| (a) | Forms should be printed double-sided.  
| (b) | Forms must be signed in front of a witness.  
| (c) | For minors (persons under age 18), parental or guardian consent must be obtained.  
| (d) | If possible, participants and witnesses should be instructed that: 
| i. | Waivers/consent forms cannot be signed when or where alcohol is being served.  
| ii. | Witnesses should check picture identification to ensure the person signing waiver/consent form is over the age of 18.

### 4. Faculty / Department Review, Storage and Disposition

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| (a) | Prior to the planned activity, Faculty/Department staff should review the form to ensure:  
| i. | the waivers/consent forms are properly and fully completed;  
| ii. | all schedules to the form, if applicable, are attached; and  
| iii. | the person signing the form has not changed or crossed out any of the wording on the form, with the exception of the “Photo and Video Consent and Waiver”.  
| (b) | A blank (i.e. unsigned, non-personalized) copy of the waiver/consent for the event must be transferred to the University Archives. A [Requisition to Transfer Records form](#) needs to be approved by the Access and Privacy Office before the transfer of blank waivers/consent forms to Archives can take place. [Click here](#) to get instructions regarding the transfer of the blank waiver/consent form to Archives.  
| (c) | Executed waiver/consent forms must be filed and safeguarded within the Faculty/Department for 2 years following the end of the event covered by the waiver/consent unless the participant is a minor, in which case it must be kept for 2 years after the minor reaches the age of 18. Once the retention period has been reached, the records can be confidentially destroyed. A [Requisition to Destroy Records form](#) needs to be approved by the Access and Privacy Office before destruction can take place. [Click here](#) to get instructions regarding the confidential destruction of the executed waiver/consent forms.

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**For more information:** Contact the Office of Legal Counsel: [http://umanitoba.ca/legal_counsel/contact_us.html](http://umanitoba.ca/legal_counsel/contact_us.html)